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LUGGED **29 AUG 1983**

LIA 7

DCI/ICS 83-3230
18 August 1983

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NOTE FOR ICS OFFICE CHIEFS

SUBJECT: Delivery of Material to Congress

       1. Recently there have been several instances where [_____] have been asked to pick up material already packaged in registry for delivery to the Congress.

       2. In almost every case you will receive better liaison service if [____] is made aware of the content of the material being delivered and to whom. For example, they frequently need to know what they've delivered if only to respond properly to requests for copies.

       3. The attached notice of 10 May 1983 envisions coordination with LLS before it is sent to registry for processing. I suggest an ICS coordination sheet be used for this purpose so Registry knows that LLS is aware of the material. Your cooperation is greatly appreciated.

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Attachment: a/s

Distribution:

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INTELLIGENCE COMMUNITY STAFF

10 May 1983   Staff Directive No. 42

DELIVERY OF CLASSIFIED MATERIAL TO CAPITOL HILL

1.   There have been several instances recently of classified intelligence-related material being delivered to personnel on Capitol Hill who were not cleared at the appropriate level for that material. To ensure that classified material originated within ICS is delivered only to authorized personnel on the Hill, the procedures outlined in paragraph two below will be implemented immediately.

2.   ICS components will coordinate all classified material prepared for Congressional offices with the Legislative Liaison Staff (LLS). The material will then be sent to the ICS Registry for document control, wrapping, and notification to LLS that the material is ready for delivery to the appropriate Capitol Hill recipient. LLS will determine whether the material will be delivered by CIA couriers or by a member of LLS. Other ICS personnel will not deliver material to Capitol Hill.

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